



<https://cityofportlandtn.gov/job/wastewater-treatment-plant-chief-operator/>

## Wastewater Treatment Plant Chief Operator

### Description

This employee reports to the Utility Director and is responsible for the daily operation of the wastewater treatment plant. Will assist the superintendent in the preparation of the department budget. Chief Operator supervises the Wastewater Treatment Operators and participates in the operation and maintenance of the plant along with maintaining oversight of the pre-treatment program. This employee receives general instruction from the Utility Director for the work performed and uses independent judgment daily. Employee occasionally modifies existing work methods and develops new techniques for accomplishing the work within established policies or limits. The Utilities Director will spot check work, as it is being done or completed.

### Responsibilities

*Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Supervises and performs the planning, collection, and testing of industrial users wastewater discharge;
- Supervises and participates in plant operations; performs the more skilled and technical work; performs laboratory tests relating to PH, dissolved oxygen, sediments, BOD, COD, ammonia, Fecal coliform and various other microscopic test;
- Assigns, trains, supervises and evaluates staff and makes recommendations on personnel and personnel matters such as promotions, demotions, retention and pay increases;
- Reviews and analyzes wastewater discharge monitoring reports submitted by industries
- Coordinates and implements industrial sampling by preparing schedules, meeting with industry representatives and discussing problems;
- Performs and/or oversees standard chemical and bacteriological test on collected samples;
- Enforces limits on maximum permissible concentration of various substances found in industrial wastewater discharge;
- Conducts special tests and inspections requested by city management or State authorities,
- Installs and collects wastewater from samplers at industrial sites;
- Interprets laboratory test results and prepares required reports;
- Calculates and posts test results.
- Prepares a variety of standard managerial reports and special reports as required by state and federal regulations; operates and utilizes standard office machines and computer programs;
- Supervises the billing and collections associated with industrial users fees;
- Performs the public relations function including handling of complaints of customers and contractors;
- Enforces city, state and federal laws, rules and regulations relating to the operation of the plant;
- Monitors compliance and enforcement as prescribed by department permit;

### Employment Type

Department of Utilities –  
Wastewater Plant

### Duration of employment

Full Time

### Beginning of employment

Post-offer, Pre-employment background check, drug screen and physical required before employment can begin.

### Base Salary

\$ 23.54 - \$35.31 (DOE)

### Job Benefits

This is a full-time position with competitive wages and full benefits after applicable waiting periods.

### Date posted

July 10, 2019

### Deadline to Apply

Until Filled

### Apply Online

Apply Now

- Performs general labor tasks and standard maintenance and repair of equipment;
- Adapts productively to change

## **Qualifications**

*The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- Comprehensive knowledge of the principles, practices, methods, techniques, tools, and equipment used in wastewater treatment plant operations;
- Knowledge of chemical principles, terminology, equipment, techniques and laboratory tests pertaining to the chemical and biochemical analysis of water and wastewater samples;
- Basic knowledge of chemicals and testing
- Knowledge of the processes and treatment stages involved in the wastewater treatment;
- Knowledge of the safe handling of hazardous chemicals; ability to use laboratory and related equipment to compute and record test results;
- Knowledge of cross-connection and back-flow prevention equipment, procedures, and regulations; and
- Knowledgeable of pertinent laws, rules and regulations;

## **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed both indoors and out. Inside work is in an office setting, temperature controlled, well lit with moderate noise levels. Work outside requires, taking samples, monitoring equipment and water, operation of a truck, lawn mower, hand tools, portable pumps, generator, two-way radio, fire hose. Employee is exposed to temperature and precipitation extremes and moving mechanical parts, fumes and chemicals.

## **License & Certifications**

- Valid Driver's License;
- Grade IV Wastewater Treatment License

## **Education**

- High school diploma or GED certificate;
- Bachelor's degree from an accredited institution in related field; i.e. biology, chemistry, public works preferred;
- Grade IV Wastewater Operator License required;

## **Experience**

- 3+ years of experience in the operation of a wastewater treatment facility;
- 2+ years of experience operating a Sequential Batch Reactor (SBR) Plant preferred.
- 2+ years of supervisory experience.

## **Skills**

- Strong supervisory skills and ability to explain, instruct and train wastewater treatment plant personnel
- Ability to establish and maintain effective working relationship with staff, other departments, industry representatives, and the public.
- Ability to communicate clearly and concisely in both verbal and written communication;
- Ability to read, comprehend, interpret and explain written instructions, directions, diagrams and narratives.
- materials required to obtain a class 4 Wastewater Treatment license;
- Skilled in the safe operation and use of tools and equipment used in work including Personal Protective Equipment PPE and self-contained breathing apparatus
- Basic keyboard skills
- Basic computer skills with intermediate knowledge of Microsoft Office programs including, WORD, Excel, PowerPoint, Outlook
- Ability to operate standard equipped light weight motor vehicle;
- Good work and attendance record

#### **HOW DO I APPLY?**

[CLICK HERE TO APPLY ONLINE](#) or an application may be obtained from the receptionist at Portland City Hall upon request Monday through Friday 8 am – 4:30 pm. A detailed job description is also available from the receptionist upon request.

**Completed applications must be submitted or returned to City Hall by: Until Filled**

Attn: Human Resources

100 South Russell Street

Portland, Tennessee 37148

Post-offer, Pre-employment background check, drug screen and physical required.

**The City of Portland is an equal opportunity employer.**